

# Planning Board – Town of Spencer

## *Minutes*



Regular Planning Board Meeting  
Tuesday, April 20, 2010 at 7:00 PM  
McCourt Social Hall  
Memorial Town Hall

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The meeting was called to order at 7:03 p.m.

Planning Board Members Present: Shirley Shiver, Paul Sauvageau, and Robert Ceppi.

Planning Board Member Absent: Chairman Fabio Carrera.

Staff present: William Scanlan, AICP Planning Consultant.

### **New Business:**

**A. ANR – Janet Paradis, 65 Smithville Road, Spencer,** creation of two new lots. Mr. Donald Para, Land Surveyor, and the applicant were present tonight. Mr. Para explained that the plan seeks to create one new lot; Lot 2 contains 66,873 square feet and has 210.89 feet frontage. The remaining Lot 1 has 99,882 square feet.

Mr. Scanlan said that plan appears to meet all requirements. There is an existing house on Lot 1, and there will be a new house built on Lot 2. There are wetlands on Lot 1 and a small portion goes into Lot 2. The plan submitted tonight does not specify the minimum amount of net useable area (15,000 square feet if the lot relies on an individual on-site sewage disposal system) as required for a submission of ANR plan application. However, both lots appear to easily meet the net useable area requirement. Mr. Scanlan said the Board could have the plan revised to reflect the amount of useable area if the Board wished.

At this time the Board reviewed the plan. The existing house is located at the north-end of the property on Lot 1 which contains 99,882 square feet. Lot 2 contains 66,873 square feet and there will be a house built approximately at the north-end of the property as well (see the proposed driveway on the plan). The location and approximate area of wetlands were shown on the plan. The Board agreed that the plan submitted has sufficient information.

Mr. Sauvageau made a motion to accept the ANR plan and endorsed the mylar as submitted tonight. Mr. Ceppi seconded the motion and the vote was 3-0 in favor.

**B. Informal Discussion – Charles Neggers, 45 Main Street.** Mr. Scanlan gave a brief summary to the Board. The Zoning Board of Appeals (ZBA) granted a special permit to Mr. Neggers in 2005 for a multi-family, three dwelling-unit project in the former West Main Street School. At the present time Mr. Neggers would like to convert from three units to four units.

The Zoning Bylaws have since changed, and the Planning Board is now the special permit granting authority for a multi-family dwelling. Mr. Scanlan suggested Mr. Neggers seek advice from the Board prior to the submission of the special permit application.

Mr. Neggers said that only one unit was completed. Now, he wants to change from the original plan of a 3-unit multi-family with 3,000 square feet per unit to a 4-unit multi-family with 1,500 square feet per unit instead. He presented the original site plan (2005) to the Board, nothing has been changed on the plan. There is enough parking to accommodate the fourth unit.

The Board advised Mr. Neggers to revise the site plan. Follow the parking guidelines specified in the Zoning Bylaws, such as location of parking space, number of spaces, parking space size, etc. The following should also be included on the site plan:

- Snow storage area. The storage area shall not obstruct any traffic flow in/out from the parking lot.
- Landscaping should be identified on the plan.
- Trash location. From an aesthetic point of view, the trash site should be behind the building with fencing around it.

If there is any question Mr. Neggers can contact ODIS and Mr. Scanlan for assistance. Mr. Neggers thanked the Board for its time.

**C. Fairview Estates – Road Acceptance.** Mr. Adam Gaudette, now interim Town Administrator, did a site visit at Fairview Estates, Pauls Drive Road, on March 18, 2010. He had prepared a punch list of items necessary for a completion prior to the road acceptance at the annual Spring Town Meeting in May of 2010.

Mr. Scanlan informed the Board that a letter from Mr. Robert McNeil, Utilities & Facilities, Superintendent, dated today (April 20, 2010), stated that the Highway Foreman has inspected the site and found all items on the punch list have been addressed. Mr. McNeil made a recommendation to accept Pauls Drive as a public way.

Mr. Sauvageau made a motion to recommend that the Board of Selectmen vote to accept Pauls Drive as a public way at the Spring Town Meeting in May, 2010. Mr. Ceppi seconded the motion and the vote was 3-0 in favor. The Board endorsed the mylar as submitted tonight.

**D. Engineering RFP.** Mr. Scanlan prepared a draft request for Proposals to procure an engineering consultant for the Board to review. He also attached a list of reputable consulting firms with the draft. Mr. Scanlan asked for any comments or questions from the Board.

The Board commented that the list has a good mix of engineering consulting firms. The Board requested Mr. Scanlan to prepare a summary of the firms who submitted bids and will make a selection based on their qualifications. The selected firms will be required to make a presentation to the Board. The Board expressed that they prefer to have contracts with two consulting firms.

**Approval of Minutes: For March 16, 2010**

Mr. Ceppi made a motion to accept the minutes for March 16, 2010. Mr. Sauvageau seconded the motion and the vote was 3-0 in favor.

Mr. Sauvageau made a motion to adjourn the meeting at 8:05 p.m. Mr. Ceppi seconded the motion and the vote was 3-0 in favor.

Submitted By:

Approved By:

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Bea Meechan, Senior Clerk

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Shirley Shiver, Planning Board Member